



The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

Role Description – Electoral Roll Officer

Responsible to:

- The Rector and through him or her to the PCC.

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector

Key roles and responsibilities:

- To be able to explain that the eligibility for joining the Churches Electoral Roll
- All personal data must be held securely to comply with GDPR
- Names no longer need to be removed from the roll during the course of the year, they only need to be added
- If additions are made to the roll during the year they should be reported at the next PCC meeting.
- The roll of a parish must be revised annually, except in a year in which a new roll is prepared. A new roll is prepared every six years (2019, 2025 etc)
- Prior to the preparation of a new roll (or a revision), a notice has to be prepared and exhibited near the principal door of the church (2 months in advance). Arrange for an article to be published in the church magazine and application forms to be available in the church porch and on the website. A brief note is to be placed in the weekly service sheet for three Sundays and a final date set for the return of completed application forms before the review period. During the review period the roll is closed and no names can be added or removed
- On completion of a new roll, or a revision, a copy should be displayed continuously, near the principal door of the church for at least 14 days prior to the annual parish meeting. To comply with GDPR rules the roll should only state name, resident or non-resident and must not state address
- To attend the annual meeting and give details of additions and deletions for the past year and give the total number of names on the roll
- The chair, secretary or electoral roll officer of a PCC must, no later than 1 July in each year, give the secretary of the diocesan synod written notification of the number of names there are on the roll of the parish as at the date of the annual parochial church meeting
- To provide copies of any new electoral roll to the person updating the 'membership co-ordinator' software; and when only a revision is undertaken, provide them with a list of details for additions during the previous year, any changes of address/phone numbers and deletions
- To comply with the rules and timetable set out in the latest Church Representation Rules, which can be found on the Church of England website

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safe guarding training

Role description created June 2020

Knowing and sharing the love of Jesus in the Church and community



The Church of England
in Essex and East London
Diocese of Chelmsford